



ENTRY LEVEL FIRE FIGHTER - APPLICANT INFORMATION

Learn more about us on the Internet at <http://www.seattle.gov/fire>

The Job of a Seattle Fire Fighter

The Seattle Fire Department strives to hire the best candidates for Fire Fighter positions. Our goal is to employ individuals who are well qualified and dedicated to a career in the fire service.

Seattle Fire Fighters are required to perform a wide variety of tasks, including fire suppression and rescue; fire prevention and building inspections; emergency medical care and treatment and other administrative assignments. There are promotional opportunities to the positions of:

Paramedic Fire Lieutenant Fire Captain
Battalion Chief Deputy Chief.



There are several technical specialties within the Seattle Fire Department such as: Hazardous Materials, Arson Investigation, High Angle Rescue, and the Marine Unit/Fire Boat.

The job of Fire Fighter is physically demanding. Fire Fighters must be in peak physical condition - both at the time of hire and throughout a Fire Fighter's career. Fire Fighters must be committed to working effectively with the general public, other City of Seattle

Departments, and other members of the fire service. Teamwork and respect for diversity are important aspects of this job.

Information Inside...

- ? Application & Testing Process
- ? Written & Physical Ability Examinations
- ? Preparation for Exams
- ? Pre-Employment Process
- ? Fire Fighter Job Duties

Basic Qualifications

- ✍ High School Graduate or completion of General Educational Certificate (GED)
- ✍ Valid Driver's License and positive driving record (driving records will be checked in all 50 States)
- ✍ Candidates must be able to communicate effectively in English, both verbally and in writing
- ✍ Be at least 18 years of age

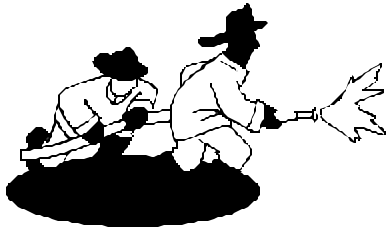
- ✍ Candidates must pass a comprehensive written examination, be in physical condition to successfully pass a physical ability and strength test, be subject to a complete medical exam including vision/hearing tests, complete a psychological exam and must meet or exceed established standards
- ✍ Washington State Emergency Medical Technician (EMT) Certification required to be considered for final hire. (Not required to apply)



Seattle Fire Department

Overview of Fire Fighter Job Duties

The job of a Fire Fighter is a challenging career. Fire Fighters must be able to respond quickly and coordinate their activities as an effective work team.



Fire Fighters perform work activities in a number of areas, including, but not limited to:

- ? fire prevention
- ? building inspections
- ? firefighting
- ? emergency medical care
- ? technical rescue
- ? hazardous materials mitigation
- ? disaster response
(catastrophic events such as earthquakes, floods or other disasters).

Entry level Seattle Fire Fighters must have EMT certification. The predominant activity of this job includes providing medical care to sick or injured individuals. This work may involve exposure to contagious disease, and at times, the unavoidable death of EMS patients or fire victims.

The work requires attention to detail in carrying out emergency needs, as well as skill in communication with dignity, respect and compassion.

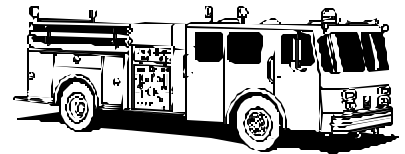
Fire Fighters encounter many challenges in fighting fires such as identifying the source of the fire, appropriate suppression techniques, as well as search and rescue of victims. The conditions include extreme heat, smoke, and working in confined spaces with limited vision.



Fire Fighting is very physically demanding. Fire Fighters carry 80-100 lbs. of equipment such as axes, hoses, ladders, and chain saws. The work may include climbing many flights of stairs, and ascending and descending on ground extension ladders and fire escapes. Fire Fighters work at heights and in confined spaces to fight fires and rescue victims.

At the conclusion of a fire incident, Fire Fighters may provide continuous firewatch. Members will be responsible

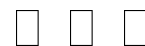
for fire scene overhaul including carrying out burned furniture and appliances, sweeping out and mopping up excess water, and securing the scene.



When not responding to fires or emergency events, Fire Fighters are engaged in maintaining the fire apparatus, fire equipment and the fire station. The Seattle Fire Department also maintains an active Fire Prevention program, including regular building inspections by Fire Fighters within each of the fire station districts.

The general work schedule requires 24-hour shifts, assigned on an alternating basis with either two or four days off between assignments. While on duty, Fire Fighters live and sleep at the fire station.

For Fire Fighters assigned to Administrative positions, a modified work schedule may be arranged for qualified individuals.



Seattle Fire Department

City Personnel Department-Fire And Police Exams Unit

Testing for Fire Fighters is conducted by the City of Seattle Personnel Department Fire and Police Exams Unit.

Each individual must submit a completed application for testing prior to the closing date. There is a \$25.00 application fee for processing.

During the open application period, Fire Fighter Applications can be obtained by sending a self addressed stamped envelope with \$0.37 postage to:

Personnel Department-Fire
Exams
710 Second Ave., 12th Floor
Seattle, WA 98104-1793

The testing includes two phases:

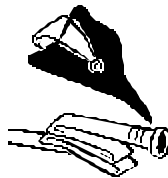
- ? a formal written examination
- ? an oral board interview exam

Each of these is described in the paragraphs following.

Applicants will be notified by mail of the scheduled testing dates, time and location. The most competitive individuals successfully completing the exams will be eligible for consideration for Fire Fighter positions.

For additional information regarding the application and testing process, please feel free to contact the City of Seattle Personnel Office at (206) 386-1303.

Written Fire Fighter Examination



Administered by the Police and Fire Exams Unit, the Fire Fighter comprehensive written examination will take one day to complete. On the morning of the test, applicants are required to complete a mandatory 3-1/2 hour study period of the exam material booklet. The booklet covers the material asked on the exam. The exam will be administered in the afternoon following the one-hour lunch break. The exam will take approximately 2-1/2 hours.

During the 3-1/2 hour study period, applicants are encouraged to take notes, however, the notes will not leave the testing area and will not be used during the exam. The following list indicates the various sections on the exam:

- ? reading comprehension
- ? ability to solve work related arithmetic
- ? learn and use technical information

- ? learn and recall visual information
 - * mechanical devices
 - * blue prints and room lay outs
- ? observe and report events accurately

Preparation for the Written Fire Fighter Exam

There are no specific text-books required to study for this examination. Written Test Workshops will be provided for applicants prior to the written exam. The workshops give candidates an opportunity to take a mock exam and to explore aspects of this particular exam process.



Each session is taught by knowledgeable firefighters that are familiar with the written test procedures. Applicants will be notified of the workshop dates when submitting their application for the position of Fire Fighter.

Seattle Fire Department

Oral Board Interviews

Candidates successfully completing the Written Test will be notified by mail of the Oral Board Interview Exam. Included will be the date, time and location of the exam.

The Oral Board Interview is a formal business interview that allows the Fire and Police Exams Unit to learn more about candidates' skills, qualifications, background and interests. Following all the interviews, candidates' scores will be combined with their written scores

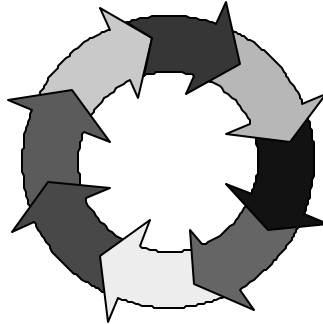
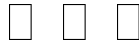
Eligible Register

At the completion of both tests, City of Seattle Personnel Department develop a ranked listing of all candidates who successfully complete both the written test and oral board interview.

Under the provisions of the City Charter and Public Safety Civil Service Rules, names of candidates will be referred to the Seattle Fire Department for consideration for the Pre-Employment Process.

Note regarding Veterans Status: If you served active military duty for more than 180 days in the Armed Forces (other than the Reserves or National Guard) and have been discharged under honorable conditions, you may be eligible for veterans' preference points. An applicant must submit a copy of the

DD-214 form as evidence of military service at the time of submitting the application to take the examination

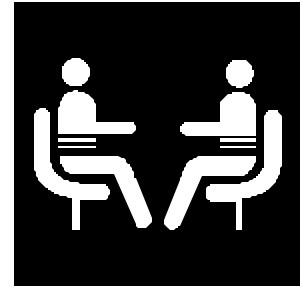


Pre-Employment Process

There are a number of steps involved in the Pre-Employment Process for Fire Fighter candidates. This is a competitive process. The Seattle Fire Department seeks to employ the most qualified individuals and consideration is consistently given to more candidates than there are positions available.

A candidate's participation in any segment or phase of the process is not an assurance that he or she will continue to additional phases of the pre-employment process.

Employment Interview



Eligible candidates will be interviewed at Seattle Fire Department Headquarters in a formal business interview that last approximately one hour.

This interview will include a discussion of the candidate's driving history, traffic citations, criminal record, education, employment experience, military background and other related skills and qualifications. Candidates are advised to be forthright in the information provided. Misrepresentation may be cause for disqualification as a Fire Fighter candidate.

Reminder: The Seattle Fire Department will always interview more candidates than there are anticipated job vacancies.

Participation in the employment interview is not an assurance of moving further in the competitive pre-employment process.

Seattle Fire Department

Candidate Background Investigation

Candidates will be provided an employment application with questions related to military record, academic record, driving record, traffic citations, vehicle accidents, driver license endorsements, misdemeanor and felony convictions. Applicants are advised to provide complete and accurate information. Any misrepresentation may be cause for disqualification as an entry level Fire Fighter Candidate.

Applicants will be asked to sign authorization allowing the Seattle Fire Department to conduct background checks. Information gained in the background investigation will be used in consideration of candidates and their possible employment as entry level Fire Fighters.



Psychological Examination



The most competitive candidates will be scheduled for a comprehensive psychological examination that will consist of a series of written tests and a one-on-one interview with the examining Psychologist. The exam lasts approximately 5 hours, broken up over two days. The Seattle Fire Department will always refer more candidates for Psychological examination than there are anticipated job vacancies. Participation in the Psychological examination is not an assurance of moving further in the competitive pre-employment process.

Seattle Fire Fighter Candidate Physical Ability Test (CPAT)

Candidates successfully selected from the results of the Psychological Examination will be notified by mail of the CPAT date, time and location.

The exam is comprised of eight stations that will be completed in one continuous sequence. It is Pass/Fail. The maximum time allowed for passing is 10 minutes and 20 seconds. The candidate must wear long pants, a safety helmet with chinstrap, gloves and a 50-pound weighted vest during the entire exam. An additional 25 pounds will be added during the first event, but will be removed at the completion of that event.

The following is a brief explanation of the eight test elements:

1. Stair Climb

The candidate will be given a 20 second warm-up on the Stair Master StepMill at level three (50 steps per minute), then the timing for the test will begin as the candidate continues for an additional 3:00 at level four (60 steps per minute). Walk to the next event.

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Seattle Fire Fighter Candidate Physical Ability Test (CPAT)

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2. **Hose Drag**

The candidate will place a 1-1/2" nozzle that is connected to 200' of 1-3/4" hose over their shoulder and drag hose out past a barrel that is 75' away, then make a 90° turn and pull the hose an additional 25'. The candidate will then turn, face the hose and pull the hose hand over hand toward themselves for an additional 50'. Walk to the next event.

3. **Equipment Carry**

Carry an XL98 rescue saw, and a chain saw, from a storage cabinet, 75' to a marker and back to the cabinet. Walk to the next event.

4. **Ladder Raise & Extension**

Flat raise a 24' aluminum extension ladder with a hand over hand motion using each rung until the ladder is resting against the wall. Fully extend a 24' ladder that is fixed to the wall, then lower the fly completely in a controlled hand over hand motion. Walk to the next event.

5. **Forcible Entry**

Strike the Forcible Entry Cumulative Force Measuring Device, using a horizontal swing with a 10 pound sledgehammer, until the

buzzer signals. Walk to the next event.

6. **Search Maze**

Crawl through the sightless tunnel from the entrance to the exit, navigating around, over, and under obstacles that are placed at various points. Walk to the next event.

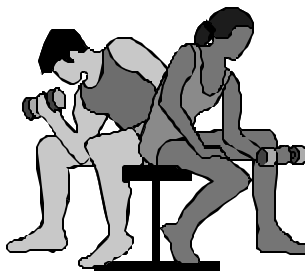
7. **Rescue**

Pull a 165 pound Rescue Randy Dummy 35', using the provided handles, to a barrel, make a 180° turn around the barrel and return to the finish line. Walk to the next event.

8. **Ceiling Breach and Pull**

Using a 6' pike pole lift the weighted ceiling door 12", three times. Then hook the pike pole on the weighted ceiling pulling device and pull down 12", five times. Repeat this sequence for a total of four sets. The test is then complete.

Special Note: The Fire Fighter CPAT is very strenuous. If you have had a recent illness, surgery, or are under medication, verify with your healthcare provider if it's safe for you to take the test.



Physical Conditioning to Prepare for the Ability and Strength Examination

The job of Fire Fighter requires an individual to be in peak physical condition prior to physical/strength testing and to maintain physical strength, agility, aerobic capacity and flexibility during one's entire career.

Individuals should engage in advance physical training prior to the CPAT, targeting muscle groups used in lifting, pushing, pulling, carrying, and other actions related to Fire Fighter tasks. A work-out program may include distance running, sprints, rowing, stair climbing with weight pack, and weight lifting to develop both the upper and lower body.

The Seattle Fire Department has a booklet available with information about specific physical training, weight lifting and preparation for the CPAT. The **Fitness Training Guide**, is available on-line, in PDF format at:

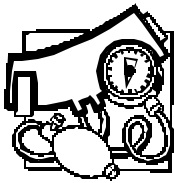
www.seattle.gov/fire

(Choose Employment, then Testing Process, then Physical Ability Test)

The CPAT will be administered before each recruit class and candidates may be required to take it more than once prior to being hired.

Seattle Fire Department

Pre-Employment Medical Exam



Selected candidates will be scheduled for a complete Fire Fighter pre-employment medical examination at a medical clinic in Seattle, by a trained physician experienced in conducting Fire Fighter medical examinations.

Before the pre-employment medical examination, candidates will be asked to complete a comprehensive medical history. Candidates must provide complete and accurate information in the questionnaire and during the medical examination with the clinic physician. Any misrepresentation may cause for disqualification from consideration as a Fire Fighter candidate. This medical exam includes a comprehensive medical history, blood & urine samples, body fat composition, hearing/vision testing, treadmill, physical condition assessment and other related medical tests. This exam will take approximately six hours.

All candidates must successfully pass the medical examination in order to be eligible for consideration for employment.

The Fire Department will always refer more candidates for the Pre-Employment Medical Examination than there are anticipated vacancies. Participation in the Medical Exam is not an assurance of being hired as a Fire Fighter Recruit.

EMT Certification Requirement

All Fire Fighter Recruits **must possess a valid and current Washington State EMT certificate to be eligible for employment.**



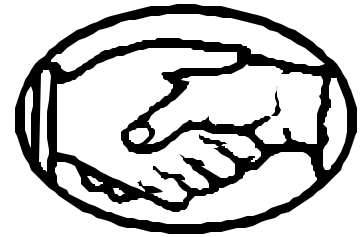
For candidates without an EMT certificate: Those selected from the eligible register for pre-employment consideration **may** be offered an opportunity to enroll in the Washington State EMT class taught by the Seattle Fire Department. Candidates will be notified by mail and registration is on a first-come, first served basis.

You can also call your local Community Colleges for EMT coursework offered in your area.

Some individuals may already be certified from other training/other fire service. Out-of-state candidates must secure a

reciprocal EMT certification through King County and receive Certification from the State Capital in Olympia, WA. The number to call for information is 206/296-4860.

Offers of Employment



The Seattle Fire Department will conduct a careful review of all of the information gained on entry level Fire Fighter candidates from all of the above phases of the pre-employment process.

The Seattle Fire Department seeks to employ the most competitive candidates into positions as Fire Fighter Recruits. Job offers are extended by letter from the Fire Chief with, generally, a minimum of two (2) weeks notice in order to allow candidates to make necessary preparations.

All candidates not selected for employment will be placed into the Seattle Fire Department's employment availability pool, and are eligible for consideration for future Fire Fighter Recruit Training Classes that may be offered during the current register year.

Seattle Fire Department

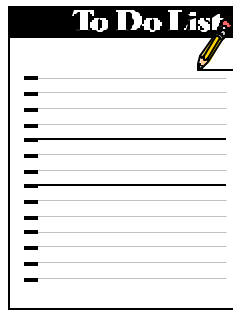
Fire Fighter Recruit Training Program

Those candidates selected as Seattle Fire Department Fire Fighter Recruits will enter a Recruit Training Program taught by Seattle Fire Department Officers.

This training includes comprehensive classroom instruction as well as training in fire fighting techniques and equipment use. The program requires study time outside of the 46 hours per week of on-site training. The Recruit Training Program is pass/fail and recruits are evaluated on a daily basis.



To Do's for Recruits



After a job offer is extended there are a number of actions a Recruit must take immediately. Uniforms must be purchased, and details related to employment matters must be handled. Each Recruit will be issued a video and other instructional materials from the Training Division. All calls or questions about these details should be referred directly to the Fire Department Training Division. Before Recruit Training begins, a "Welcoming Orientation" is offered by the Seattle Fire Department for both the new Fire Fighter Recruit and his/her primary partner to learn about the Training Program, what to expect, and ideas for preparing for this intensive time.

The Recruit Training Program is physically and mentally demanding. There are times that these demands on the Recruit may impact family members and/or partners. The Department offers Recruits a number of available resources and support systems during this time.

Probationary Fire Fighter Status

Recruits who successfully complete the Fire Fighter Recruit Training Program will become Probationary Fire Fighters and will be assigned to a Fire Service Operations Division company (Fire Station) and will remain on Probation until completion of one (1) full year of employment from date of hire.

Written performance evaluations will be conducted, and a written performance review will be completed each month and submitted through the chain-of-command to the employee's Personnel File.



Seattle Fire Department

Career Changes and Advancement

The career of a Seattle Fire Fighter will likely include a number of assignments. Every Fire Fighter should plan on being assigned to Operations, Fire Prevention and Administrative Divisions during their career.

Fire Fighters may be assigned to a variety of specialty areas including Urban Search and Rescue, Marine Fire Fighting, Fireboat, Hazardous Materials Team, Fire Alarm Dispatching Center, Fire Investigation Unit or Fire Prevention.

Promotional opportunities are available to the positions of:

- ? Paramedic
- ? Fire Lieutenant
- ? Fire Captain
- ? Fireboat Pilot or Engineer
- ? Battalion Chief

Deputy Chief and Assistant Chief positions are exempt positions appointed by the Fire Chief.

Salary

The starting salary for a Seattle Fire Fighter is \$47,640 per year, with increases thereafter, per the provisions of the collective bargaining agreement pay schedules.

Employee Benefits

The Seattle Fire Department provides a generous benefits package including:

- ✍ Medical & Dental Coverage for employee and qualified family members
- ✍ Life Insurance Plan
- ✍ Disability Insurance Plan
- ✍ Retirement Program with co-contribution between the employee and the City
- ✍ Deferred Compensation Plan (IRS 457 code) sponsored by Fidelity Investments
- ✍ Seattle Federal Credit Union Membership
- ✍ Sick Leave Accrual
- ✍ Vacation Days/Holidays, per collective bargaining agreement provisions
- ✍ Sick Child Care Services
- ✍ Employee Assistance Services for Employee and Family Members
- ✍ Tuition Reimbursement program for qualifying students and courses
- ✍ Other Benefits

Applicant Questions??



It's strongly advised that applicants with questions about becoming a Seattle Fire Fighter seek information from the appropriate experts so that they obtain accurate and complete information. Often applicants have friends and other "contacts" in the City of Seattle, however, these individuals may not have the most up-to-date information and may not be able to provide essential information.

Questions about the Personnel Department's application process, exams, test dates, or other related information should be directed to the **City Personnel Department at 206/386-1303.**

Questions regarding the employment process, qualifications, or other related information, please call the **Recruitment Officer of the Seattle Fire Department at 206/386-1472, or email sfd.recruitment@ci.seattle.wa.us**



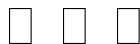


Mission Statement of the Seattle Fire Department

"The Mission of the Seattle Fire Department is to minimize the loss of life and property resulting from fires, medical emergencies, and other disasters."

"We will accomplish our Mission through prevention, education, fire suppression, medical services, and other related emergency and non-emergency activities. We will actively participate in our community, serve as role models, and strive to effectively and efficiently utilize all of the necessary resources at our command to provide a product deemed excellent by our citizens. Seattle Fire Department members are thereby guided by the following principles:

- ✍ People are the most valuable resource
- ✍ We are accountable to those we serve
- ✍ Pride, the pursuit of excellence, and commitment to public service is of paramount importance
- ✍ Compassion, fairness, and integrity are practiced in all our endeavors
- ✍ Through active leadership, we shall promote the use of quality principles, concepts, and technologies
- ✍ Value to the community is measured in the type and quality of services provided"



Learn more about the Seattle Fire Department on the Internet:

Web Site Address: <http://www.seattle.gov/fire>

Seattle Fire Department
301 2nd Avenue South
Seattle, WA 98104